

**ᐱAQ'AM COMMUNITY  
Department of Community &  
Economic Development**

**BUSINESS DEVELOPMENT GRANT PROGRAM**

**APPLICATION PACKAGE**

**2014-2015**



**ᐱAQ'AM**

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Department of Community & Economic Development

**Business Development Grant Program 2014-2015**

**APPLICATION CHECKLIST**

Please attach this completed checklist with application. Incomplete applications without all supporting documentation will not be considered for funding.

**APPLICATION START DATE: April 23, 2014**

**DEADLINE: June 6, 2014** – Applications must be submitted to Becky Pelkonen, Director of Community & Economic Development no later than 11:59 pm on Wednesday, June 6, 2014.

**Applications may be addressed to:**

Attn: Becky Pelkonen  
St. Mary's Indian Band  
7470 Mission Road  
Cranbrook, BC V1C 2W3

**Or faxed to:** 250-426-8935 (Attn: Becky Pelkonen)

**Or emailed to:** [bpelkonen@aqam.net](mailto:bpelkonen@aqam.net)

**We will aim to notify all applicants by Friday, June 20, 2014.**

**APPLICATION CHECKLIST:**

- Are you a member of St. Mary's Band?
- Did you remember to include your Application Form and additional requested info?
- In what category are you requesting funds?  
Business Start-up  Business Expansion
- Have you had a meeting with a KABDA Business Advocate, alternative business development organization, or completed a business plan? (must include a signed letter from KABDA indicating meeting(s) took place OR alternative business development organization OR a completed business plan)

- Have you read and agreed to the terms and conditions noted within this application package?

\*\*Please note that a requirement of grant funds will be for you to provide copies of receipts showing that expenditures made from the grant money align with the approved expenditures in the agreement for successful recipients. A 10% holdback will be reserved by the Band until original receipts have been submitted.

**By signing below, I indicate that I have included the documentation necessary and have read / understand the terms and conditions noted within this application package:**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

ᑭAQ'AM COMMUNITY  
Department of Community & Economic Development

**Business Development Grant Program 2014**

**POLICIES & PROCEDURES**

Approved by Chief & Council: April 3, 2014

**1. Purpose:**

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The St. Mary's Band Economic Development Grant Program is intended to financially support entrepreneurial spirit and activities, which in turn helps to promote the community and economic development strategies of the *ᑭaq'am* Community. Funding, in the form of non-repayable grants, may be provided to assist Band Members in paying for the start-up costs of a new business or to expand an existing business which will have a demonstrated beneficial impact on the community.

A second aim of the program is to promote detailed research into a proposed business venture to help the applicant determine viability. Satisfying the requirements of applying for this grant funding will also prepare an individual entrepreneur to seek funding through agencies like Kootenay Aboriginal Business Development Agency (KABDA) from a wider pool of available grant/loan programs. Agencies like KABDA can also provide business follow-up services to the applicants, and make available their full business library and business advocacy services.

**2. Eligibility:**

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Applicants must be a St. Mary's Band Member. A proposed business venture from the Band Member must be majority controlled (minimum 51% ownership) by a Band Member(s).

Any business venture will be eligible, with preference given to projects demonstrating a clear beneficial impact for the community (job creation, product and/or service offering for community, etc.). Applicants must demonstrate how the proposed business venture will benefit membership of the *ᑭaq'am* Community.

**3. Maximum:**

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The Business Development Grant budget is \$6,000.00 (subject to change) per fiscal year. Applicants are eligible to receive up to this amount, through an open "call for submission" process. Quorum of Chief and Council will award a maximum of 2 (two) grants per annum with a maximum value of \$3,000.00 each; or one (1) valued at \$6,000.00.

Individuals may receive a maximum of \$6,000 over a lifetime PER BUSINESS. Individuals that receive the maximum funding of \$6,000 for one business may reapply for a separate business entity. Should the individual receive \$3,000 one year, they are permitted to re-apply to receive a further \$3,000 in subsequent years. The ranking criteria will take these previous awards into account.

#### **4. Classification System for Grants:**

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Business Development Grants may be approved for activities falling under any of the following two categories:

##### **A. Business Start-Up Assistance Grant:**

Applications must be accompanied by a document outlining the highlights from your completed business plan and all required associated paperwork in order to be considered by Council for funding. The creation of new job(s) within the *ʔaq'am* Community is desirable, but is not essential to qualify for a grant under this category. All complete submissions will be ranked against an established priority weighting matrix in order to determine which will be recommended for funding.

##### **B. Business Expansion Grant:**

Applications must be accompanied by a document outlining the highlights from your completed business expansion plan and all required associated paperwork in order to be considered by Council for funding. To apply under the business expansion category, a proposed expansion must create a minimum of one additional job or add to existing product/service offerings. All complete submissions will be ranked against an established priority weighting matrix in order to determine which will be recommended for funding.

#### **5. Application Packages:**

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Application Packages for the Business Development Grant Program are available at the St. Mary's Band Administration office or by contacting the Director of Community & Economic Development. Packages include a copy of the policy governing the delivery of the Grant program, information on KABDA, and a Checklist allowing applicants to ensure that they have met all of the program requirements in applying for funding.

#### **6. Open Call for Submissions Procedures:**

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Each fiscal year, an open call will be announced and information packages will be made available for pick-up at the St. Mary's Band Office. The Band has partnered with KABDA for the delivery of the Business Development Grant Program. A meeting with a business advocate at KABDA is encouraged. KABDA has the mandate, financing, and expertise available to help entrepreneurs through the process of business planning, seeking and leveraging financing and operational planning.

For the 2014/2015 fiscal year, the call will be open until June 6th, 2014, after which all complete submissions (with all required back-up documentation that meet the basic

eligibility criteria) will be assessed and given a score according to a priority weighting matrix. Council will use the results of the ranking scheme in order to make a decision for awarding the year's grant budget. **Late or incomplete submissions will not be considered for funding.**

## **7. Approval:**

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All applications for Business Development Grants will be brought forward for the consideration of Council at a regularly scheduled meeting of Chief and Council. Approval must be obtained by a quorum of Council which consists of 3 (three) Council Members. Selection will be made utilizing the Ranking Criteria document as found within the Application package.

## **8. Payment of Approved Grants:**

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Payments will be made in two instalments and in accordance with St. Mary's Indian Band Financial Policies.

- A. Ninety percent (90%) of the amount approved will be paid to the recipient after approval a Business Development Grant Agreement letter is signed by both the recipient and the Director of Community & Economic Development, which specifies the payment protocol.
- B. The remaining funds (10% of the amount approved) will be paid to the recipient upon submission of invoices to the Director of Community & Economic Development which prove the purchase of items outlined in the application paperwork. For the 2014/2015 fiscal year, receipts must be presented before March 31, 2015. Failure to provide receipts within this time frame will result in forfeiture of the final instalment and make the individual ineligible for future Business Development Grants.

## **9. Reporting Requirements:**

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Successful applicants will be required to provide a brief written report for Chief and Council, which will be due at the 1 (one)-year anniversary of the signing date for the Business Development Grant Agreement letter. The purpose of this report is to briefly summarize the successes of the business, the challenges and opportunities faced, and the outlook for the business venture. Failure to provide a report will result in ineligibility for future Business Development Grants.

?AQ'AM COMMUNITY  
Department of Community & Economic Development

**Business Development Grant Program 2014-2015**

**APPLICATION FORM**

*To apply for a Business Development Grant, an individual must:*

- 1.) Be a St. Mary's Band Member*
- 2.) Have at least 51% ownership in the business/business idea.*

**1. Basic Information:**

Grant Category (tick one):

- Start-Up Grant
- Expansion Grant

Band Member Applicant Name:

Name of Business:

Address:

Business Contact Person:

Phone Number:

Fax:

Email:

Have you applied to the Band for business development funding before?

*(If no, please proceed to next section; if yes, please complete the following information)*

- Previous grant application was denied:
  - This grant application is for the same business development project. The key changes are (no more than 15 words):

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- This grant application is for an entirely different business.
- Previous grant application was approved:
  - This grant application builds upon the previous grant by (No more than 15 words):  

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  - This grant application is unrelated to the previous business.

**2. Project Information:**

Project/Business Title:

In 35 words or less, please provide a summary of this grant application\*:

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*(\*example: A grant to pay for marketing materials and an updated computer for social networking.)*

In 35 words or less, please provide a brief description\* of product or service of your business (if known):

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*(\*example: convenience store and gas station)*

Grant Amount Requested from SMIB (\$3,000 or \$6,000?): \$\_\_\_\_\_



### 3. Grant Application Budget:

Budget item	Match Contribution *		Grant expected from SMIB	Total Budget
	Other source	Personal/ Business Investment		
<b>Total</b>				

*\*Note: Matching contributions cannot include general overhead expenses (i.e. rent, utilities, etc.) or expenses for expenditures/business activities undertaken prior to the awarding for this SMIB business development grant.*

### 4. Grant Description:

Please describe your proposed grant application project. Attach no more than 3 pages of description to this application.

- A. Your Business:** (no more than 1 page)
  - Provide a brief description of your business, its mission and goals, and key areas of activity. Describe the product or service that you will offer, and your financial objectives.
  - Why do you think this business is potentially viable and what evidence do you have?
  - Describe how you will measure the success of your business, including how well it is performing as a : 1.) business, 2.) in being socially, environmentally, or culturally responsible, and/or 3.) in contributing to the mission or sustainability of your business).
  
- B. Funding Request:** (no more than 1 page)
  - Provide a brief description of your funding request and how grant funds will be used.

- What specific activities or expenditures do you have planned? Who will carry out these activities and/or who will make the purchases?
- What do you hope to achieve as a result of the above activities or purchases? What, if any, products or developments will one see? (i.e. new stock, new supplies, feasibility study, employees, etc.)

**C. Your Commitments:** (no more than 1 page)

- What commitment have you or your business already made and/or who will complete the planning and implementation of this business or business expansion idea?
- What investment (i.e. resources, time, money) has your business previously made in the development of this business idea?
- What specific activities have been undertaken to assess your business readiness to prepare for managing or expanding a business?
- Describe your business's matching contributions to this grant application (as shown in your budget). Also describe any previously made contributions not identified as matching contributions in your budget.

2AQ'AM COMMUNITY  
Department of Community & Economic Development

**Business Development Grant Program 2014-2015**

**RANKING CRITERIA**

**Ranking Criteria:**

All application requirements must be met and the application checklist completed and signed) in order to be considered for funding. The Business Development Grant Program is available strictly to St. Mary's Band membership.

Criteria		Points	Total	Comments
1. Previous Funding (per individual)	Last Fiscal	<b>-3 Points</b>		
	Prior Fiscal(s)	<b>-1 Point</b> per occasion		
	Never Funded	<b>+2 Points</b>		
	Funded more than 3 times within past 5 fiscal years	<b>-3 Points</b>		
2. Business creates at least ONE job opportunity for a Community Member		<b>+3 Points</b> per full-time job created		
		<b>+1 Point</b> per every seasonal or part-time job created		
3. Business creates positive economic spin-offs for the community		<b>+2 Points</b> per economic spin-off (as described within application)		

4. Member/Business Owner (and/or partner) contribution (as % of grant \$ requested)	<b>0 Points</b> for 0% Contribution		
	<b>+1 Point</b> for 10-25% Contribution		
	<b>+2 Points</b> for 26-50% Contribution		
	<b>+3 Points</b> for 50+% Contribution		
5. Proof of alternate sources of funding/financing for project	<b>+2 Points</b> for every confirmed source (letter and contact info of funder is required)		
6. Proof of commitments	<b>+1 Point</b> for every confirmed investment or commitment		
6. Viability of business idea and/or start-up project (assessment of grant description section).	<b>Rank (out of 10 Points)</b>	<b>__/10</b>	
7. Total Money requested	<b>+1 Point</b> for \$3,000 request		
	<b>0 Points</b> for \$6,000 request		
<b>TOTAL POINTS</b>			
<b>Additional Comments:</b>			

\*Please note that decisions regarding funding are made by Chief & Council in accordance with recommendations derived from the above priority matrix and in addition to careful consideration of documentation received. All decisions are final.

***DRAFT WORDING FOR KABDA LETTER***

Date: \_\_\_\_\_

Chief and Council  
St. Mary's Indian Band  
7470 Mission Road  
Cranbrook, BC  
V1C 7E5

Dear Chief and Council,

This letter shall be considered formal confirmation that a meeting between \_\_\_\_\_ (Economic Development Grant Program proponent) and Kootenay Aboriginal Business Development Agency (KABDA) business advocate and/or Manager \_\_\_\_\_ took place on \_\_\_\_\_.

KABDA will be providing business follow-up services to the proponent, and has made the proponent aware of all of KABDA' service offerings that will aid them in pursuing their business venture.

Sincerely,

\_\_\_\_\_  
Business Advocate or Manager (signature)  
Kootenay Aboriginal Business Development Agency